

SDinGov is back in person **next week** and we're looking forward to seeing you there! The following information is provided to answer any questions you may have and to help you prepare for the event.

First, we would like to take this opportunity to say thank you to [our sponsors](#) for their support:

Deloitte Digital
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Event Information

- **Dates:** We are expecting you on/either*: 28, 29, 30 September 2022
- *Check your ticket name to see if you have a 1, 2 or 3 day ticket
- **Venue:** [John McIntyre Conference Centre](#), 18 Holyrood Road, Edinburgh, EH16 5AY
- **Slack** - if you've not received your invite [join here](#)
- **Wi-Fi** - will be available in all public areas and meeting rooms
- **Twitter:** You can follow us [@sdingov](#) and tag tweets [#SDinGov](#)

Parking

- Whilst we encourage you to use public transport or to cycle, if you are driving, the JMCC has some parking on site, available on a first-come, first-served basis. They also have a small number of electric charging stations.

Registration

- Upon arrival, tea/coffee and pastries will be available – Wednesday, Thursday & Friday from 08:30am.
- When you arrive, you will be given a name badge, lanyard and programme booklet.
- Please wear your lanyard & name badge at all times.

Ticket changes

- If you are taking the place of someone else, you are required to **inform us before** the event.
- Splitting of tickets is **not** allowed (either in full or part days).
- If you need to amend a 2 or 3 day ticket, contact us before the event.
- For health & security reasons we need to know who is attending each day.
- We know that sometimes the unavoidable happens and you find you cannot join us at the last minute. Please do not give your ticket to someone else without first contacting and confirming this with us.

Cloakroom

- A room is available for coats and bags – items are left at owner's risk.
- You cannot leave items overnight.

Accessibility

- Please contact us to discuss any accessibility needs you may have.

Dietary Requirements

- If you have told us about specific dietary requirement these have been catered for – if you are unsure on anything, please speak to us and/or the venue hospitality team.
- **Allergens**
- The venue advises: "Due to the type of business and facility we cannot eliminate or guarantee that contamination with items either from our kitchens or on service counters will not happen. Although we make every effort to limit this and accommodate guests wherever possible within our operational parameters, we cannot give any guarantees."

Programme

- A printed booklet containing the programme will be provided when you arrive.
- The printed programme contains room names for each session.
- We recommend you use the [programme](#) published on our website for planning sessions to attend, as this is kept up to date with any last-minute changes and has more detailed session information.

Keynotes

The keynote session each day, will be at **the highest capacity** for any one session during the event. We understand not everyone will be comfortable sitting in a full lecture theatre, so our Keynote sessions each day will be **relayed to the Prestonfield room** - giving you a spacious environment if this is preferable. Please make your way to this room every morning for the first session if this option suits you best.

Sessions

- Places at sessions are allocated **on a first-come, first-served basis**.
- Once the room and/or workshop capacity is reached, you will be asked to choose a different session.
- We do not take any pre-bookings for sessions.

Refreshments

- Will be provided during arrival, morning & afternoon breaks, lunch & the social evenings.

Social evenings

- **Wednesday:** We will be having a BBQ at the JMCC from 17:30.
- **Thursday:** We will be offering some light nibbles and drinks at the JMCC from 17:30.
- The social evenings are for participants of the conference only, please ensure you wear your name badge.

Code of Conduct

On registering for your ticket, you agreed to abide by the Code of Conduct. At its essence is behaving in an appropriate manner at a professional event, which we have found most participants manage without undue stress. You can view the full Code of Conduct [here](#).

Speaker Q&A

- **Questions must be concise, relevant and a question**
- We ask speakers to let participants know at the start of their session how they prefer to take questions
- We ask you to understand that, as a speaker, they're putting themselves in a vulnerable position
- We want them to feel safe and able to put their energy into their delivery without unwarranted distraction

Photography/Video

We will be taking photographs and videos of some sessions, speakers and participants during the event, which may be used for future marketing purposes and on social media. If you don't want to be in videos and/or photographs please let us know at registration and/or the photographer & videographers.

Covid Safety at SDinGov

On registering for your ticket, you agreed to abide by Covid Safety guidelines. We have now updated these as follows, ahead of the event.

To reduce risk of Covid transmission and provide the best experience, we are working to implement a number of important measures to reassure and protect everyone at our events. At a minimum we'll work in accordance with advice and guidance from the Scottish and UK government and local authorities, and we will continually review this up to, and at the event.

Participants (including speakers and sponsors)

- If you are unwell, you must not come to the conference.
- We require **all participants** take a **COVID-19 test**, prior to arriving on **each day** of the event.
- It is the **responsibility of each participant** to ensure they have a **negative test before arriving** at the venue, and participating at the event, on each day they attend. We will not check participants have performed these tests and are taking it on trust that you will behave professionally and with the safety of others in mind.
- We **strongly encourage mask wearing** within the **indoor spaces**, especially in the main lecture theatre.

We will provide

- Hand sanitiser in all session rooms, refreshment areas, and on our registration desk
- Disinfection wipes will also be available in session rooms and from our registration desk
- We will also be carrying a UVC LED sterilising cube for small electronic items

Ventilation

- Where windows and/or external fire doors can safely open, we have asked for them to remain open during sessions.
- Air filtration will be provided via HEPA air purifiers in each session room and in the conference registration / sponsors area.
- We will also be monitoring air quality throughout the conference using CO2 monitors.

Dress Warmly

We recommended that you dress warmly - the weather in Edinburgh is getting cooler and we will be trying to keep the rooms ventilated. We also encourage you to use the open-air terrace during breaks.

Contact Info

Lastly, if you have any other queries don't hesitate to contact us: allison@software-acumen.com or priscila@software-acumen.com

We look forward to seeing you soon, safe travels.